

CITY CENTER FOR COLLABORATIVE LEARNING

Director of Facilities and Technology

The Director of Facilities and Technology oversees the facilities and technology systems and assets of three small schools, the professional learning center, and the business office. The Director of Facilities and Technology supervises the Facilities Department and reports to the Executive Director.

About CITY Center for Collaborative Learning

CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson educational nonprofit offers professional development and community engagement experiences for educators and education advocates, while leading three small secondary schools that serve as demonstration sites.

Organizational Technology

- Student Chromebook purchasing, set-up, distribution, repair, and management
- Manage internet and wireless systems at the schools, including maintenance and upgrade of routers, boosters, modems, and contract management with service providers.
- Manage and maintain all Google suite accounts for staff and students including email list groups
- Manage, organize, and maintain all technology assets for all three schools and district staff
- Manage and initiate E-rate and other funding programs
- Establish and maintain building and technology-related procedures

Facilities

- Oversight of all building maintenance
- Project manager for renovation and major repair/upgrade projects
- Oversee all emergency preparation, practice, and response activities
- Point person for after hours emergencies and security calls
- Manage and communicate with janitorial services
- Manage food services and NSLP program, ensuring safe food storage and distribution
- Coordinate and follow-up with all outside inspectors including fire alarm and sprinkler system inspection, elevator inspection, Health Department, and NSLP inspection
- Manage the budget for facilities and technology

Qualifications

- Bachelor's degree (or higher) preferred
- Experience working in a school or similar community-focused institution
- Strong work ethic with demonstrated success as a collaborative professional
- Demonstrated ability to independently manage high-quality reports and meet deadlines

Job Type: Full time

Salary: Competitive Salary: \$52,000- \$58,000 per year

Benefits: Competitive health insurance benefits; Arizona State Retirement System participation

Location: Downtown Tucson, AZ

Website link: <http://CITYccl.org/about/contact/employment/>

Search is open and ongoing until the position is filled.

CITY Center for Collaborative Learning seeks to have a teaching staff that reflects the diversity of its student population. Minority and bilingual candidates are encouraged to apply.